

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4821; DSN 853-4821
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 14-288T OPENING DATE: 2-Jul-2014 CLOSING DATE: 17-Jul-2014

**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
TRAINING TECHNICIAN, GS-1702-07, D0600000, E2-E6, SEQ# 321552**

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

SALARY RANGE: \$19.20-\$24.96 PH
**SUPERVISORY ☐ MANAGERIAL ☐
NON-SUPERVISORY/NON-MANAGERIAL ☒**

**LOCATION OF POSITION:
TRAINING SITE COMMAND, FLORENCE, AZ**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard (All Units) and must possess the following MOS/Branch: 011A/Immaterial
KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the (All Units), Arizona Army National Guard.** Individual selected will receive a Indefinite Appointment and may

be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: 10 Hours workshifts, subject to change during low density weapons range use.

NOTE: This was previously announced as 14-288T.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to prepare chart, maps over overlays and graphics required for the operation and management of facilities.
2. Ability to maintain rosters of personnel with approved or pending security clearance
3. Ability to prepare and maintain security control records for classified material received.
4. Knowledge to maintain contents of classified document containers and ensures disposal of outdated documents as prescribed by regulations.
5. Ability to coordinate with supporting DS and GS maintenance activities for the repair, calibration and technical inspection of assigned radios, vehicles and equipment.

SPECIALIZED EXPERIENCE: Must have 12 months experience, education, or training which included administrative, clerical or support duties. Experience assembling data into proper formats as directed by oral or written instructions. Experience with maintaining records and establishing a filing system. Experience and ability to follow agency directives in monitoring and controlling a testing environment. Experience in developing lesson plans and assuring plans are followed. Experience obtaining training materials and setting up training equipment (i.e., audio-visual, training aids). Experience gathering data, preparing and submitting reports using computer based programs such as excel and word. Must be able to adapt to RFMSS, the standard Range and training area scheduling system.

BRIEF JOB DESCRIPTION: This position is located in the Operations and Training Division , Directorate of Plans, Training, and Mobilization of an Army National Guard Major Training Area (MTA) and reports directly to the Range Operations Supervisor. The purpose of this position is to assist the Supervisory Range Operations and Training Specialist or the Operations and Training Specialist in the management of the firing ranges, training and bivouac areas, learning and simulation centers, records, security, preparation of overlays, maps, charts and graphics for plans and associated briefings, and the maintenance of equipment assigned to the Directorate. Oversees and serves as the point of contact for the operation of the MTA training and audiovisual support office, learning center and simulation centers. Customer Service, greets and directs both military and civilian guests to proper areas. Develops standing operating procedures for use and operation of facilities. Plans and organizes periods of instruction for use and operation of simulation center hardware. Coordinates with the Supply Clerks to ensure that learning and simulation centers are operational and required training aids, audiovisual equipment, simulation devices, and components are requisitioned, safeguarded, and maintained.

SELECTING OFFICIAL: Gregory Gamboa COMM 602-267-2060
